

EMPWR

EMPWR – EHS Coordinator

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CAREER**

The Environmental, Health, and Safety Coordinator supports EMPWR USA's environmental, health, and safety (EHS) program at the McMinnville food manufacturing facilities. This role provides hands-on support for daily EHS activities, inspections, training, documentation, incident and environmental event response, corrective action follow-up, and employee engagement. The EHS Coordinator works closely with the EHS Manager and partners with Operations, Maintenance, Engineering, Quality, Sanitation, Warehouse, Human Resources, and site leadership to identify and reduce risk, reinforce safe and environmentally responsible work practices, and support a proactive EHS culture.

Responsibilities

EHS Program Support and Coordination

- Support the implementation, administration, and continuous improvement of the site EHS management system, policies, procedures, standards, and work practices.
- Serve as a visible floor-level EHS resource for employees and leaders, answering questions, reinforcing expectations, and escalating significant concerns to the EHS Manager.
- Partner with department leaders and employees to support EHS expectations in daily operations, projects, change management, and continuous improvement activities.
- Assist with EHS inspections, observations, communications, action tracking, and other activities that strengthen accountability for safe and environmentally responsible work practices.

Regulatory Compliance

- Support compliance with applicable OSHA, Oregon OSHA, EPA, Oregon Department of Environmental Quality (DEQ), and other relevant federal, state, and local EHS requirements.
- Maintain required EHS records, logs, documentation, permits, training records, regulatory postings, and other compliance files in an organized and audit-ready manner.
- Assist the EHS Manager with regulatory inspections, customer or third-party EHS audits, documentation requests, permit-related activities, and corrective action responses.
- Support updates to site programs, training materials, procedures, and records when regulatory or operational requirements change.

Environmental Compliance and Management Support

- Support site environmental programs related to waste management, hazardous materials, air emissions, wastewater, stormwater, spill prevention and response, and other applicable environmental requirements.
- Assist with routine environmental inspections, monitoring, sampling coordination, recordkeeping, and reporting activities under the direction of the EHS Manager.
- Help ensure hazardous, universal, and other regulated wastes are properly identified, labeled, stored, handled, documented, and prepared for disposal in accordance with established procedures.
- Maintain environmental records and documentation such as inspection logs, waste records, manifests, vendor documentation, spill records, and permit-related files.

- Support environmental incident and spill response activities, including documentation, corrective action tracking, and replenishment of spill response materials.

Occupational Health, Hazard Identification, and Risk Reduction

- Conduct routine workplace inspections, safety observations, job hazard analyses, and other proactive hazard identification activities under the direction of the EHS Manager.
- Partner with Operations, Maintenance, Engineering, Sanitation, Warehouse, and other functions to identify hazards and support practical risk reduction measures.
- Support critical safety and occupational health programs, including lockout/tagout, machine guarding, powered industrial trucks, hazard communication and chemical safety, personal protective equipment, confined space, fall protection, hot work, ergonomics, hearing conservation, respiratory protection, contractor safety, and emergency response, as applicable.
- Document identified hazards, track corrective actions to completion, and follow up with responsible owners to help ensure controls remain effective and sustainable.

Incident Investigation and Corrective Action

- Respond to workplace injuries, incidents, near misses, environmental releases, spills, and EHS concerns and promptly notify the EHS Manager and appropriate leaders of significant events.
- Support investigations by gathering facts, photographs, witness information, documentation, and other relevant evidence, and participate in root-cause analysis as assigned.
- Assist with injury, incident, and environmental event documentation, corrective and preventive action tracking, and coordination with Human Resources and operational leaders as appropriate.
- Maintain accurate EHS incident files and help identify recurring issues or trends that may require additional corrective action or program improvement.

Training and EHS Culture

- Coordinate and deliver new-hire EHS orientation and assigned recurring EHS training for employees, contractors, and visitors.
- Maintain accurate training records and assist with scheduling required refresher, department-specific, or compliance training.
- Support leaders with safety talks, employee coaching, EHS communications, signage, and timely correction of unsafe conditions, behaviors, or environmental concerns.
- Promote employee participation in hazard reporting, near-miss reporting, environmental concern reporting, safety observations, and continuous improvement efforts.
- Support the site Safety Committee and other EHS engagement activities by coordinating meetings, preparing materials, documenting minutes, and tracking action items.

Emergency Preparedness and Response

- Support emergency action and response programs, drills, inspections, response planning, spill response readiness, and follow-up activities.
- Assist with maintaining emergency and spill response equipment, supplies, contact information, and related documentation.
- Provide support during workplace emergencies, environmental releases, and other EHS events consistent with training and assigned responsibilities.

EHS Data, Reporting, and Continuous Improvement

- Maintain EHS databases, logs, action trackers, inspection records, training records, environmental records, and other systems used to monitor EHS performance and compliance.
- Compile EHS metrics, incident information, environmental data, audit findings, training completion data, and

corrective action status for review by the EHS Manager and site leadership.

- Use observations and available data to identify recurring issues, recommend improvements, and support site EHS initiatives and continuous improvement efforts.

Job Requirements

- Associate's or bachelor's degree in environmental health and safety, occupational safety, environmental science, or a related field preferred; equivalent education and relevant experience will be considered.
- Minimum of 2 years of environmental, health, and safety experience, preferably in a manufacturing environment; food manufacturing experience is a plus.
- Experience conducting workplace inspections, supporting EHS training, maintaining compliance documentation, and participating in incident investigations is preferred.
- Working knowledge of OSHA requirements and general manufacturing safety practices; familiarity with environmental compliance requirements and Oregon OSHA or Oregon DEQ experience is preferred.
- Familiarity with manufacturing safety programs such as lockout/tagout, machine guarding, powered industrial trucks, chemical safety, PPE, confined space, fall protection, industrial hygiene, and contractor safety.
- Experience supporting environmental programs such as hazardous or universal waste, stormwater, wastewater, air emissions, spill prevention and response, or environmental recordkeeping is preferred.
- Demonstrated ability to build positive working relationships, communicate EHS expectations effectively, and work collaboratively with employees and leaders at all levels.
- Strong written, verbal, facilitation, and training skills, with the ability to communicate clearly and professionally.
- Strong organizational and problem-solving skills with attention to detail and the ability to manage multiple priorities and follow corrective actions through completion.
- Proficiency with Microsoft Office and the ability to learn and use EHS, training, reporting, and compliance management systems.
- OSHA 30-Hour training and First Aid/CPR/AED certification are preferred; environmental or hazardous materials training is a plus, and the ability to obtain required training or certifications after hire is expected.
- Ability to work in an active manufacturing environment, spend significant time on the production floor, use required PPE, and provide occasional support outside normal business hours when operational, training, or emergency needs require.

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